CODIB-D-112/1
13 January 1965

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Chairman, United States Intelligence Board

SUBJECT: Quarterly Report on Progress re USIB-Approved
                Recommendations in USIB-D-39.7/5

REFERENCE: (a) USIB-D-39.7/5, 16 March 1964
            (b) USIB-D-39.7/7, 16 November 1964

1. Attached is a summary of activities and accomplishments of Task Teams, established pursuant to recommendations in Reference (a), during the period 1 October to 31 December 1964. A report for the previous period was contained in Reference (b).

2. Several factors such as the following have influenced the progress of the Task Teams: delay by many agencies in designating their representatives; frequent changes in representatives; considerable time devoted to preparation of Terms of Reference; inability of most members to devote sufficient time to the problems outside of Team meetings; considerable education of team members to become familiar with their assigned problems. In spite of these delaying factors much effort has been expended and progress is being made toward identification of possible solutions to the problems of concern to the Task Teams.

                                PAUL A. BOREL
                                  Chairman
                USIB Committee on Documentation

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U N I T E D   S T A T E S   I N T E L L I G E N C E   B O A R D

COMMITTEE ON DOCUMENTATION

Summary of Activities and Accomplishments
of CODIB Task Teams
1 October - 31 December 1964

I - CONTENT CONTROL

This Task Team is staffed with five members representing CIA, DIA,
State, NSA and the CODIB Support Staff. The interests of Army, Navy
and Air Force are being represented by DIA. There is no representation
from FBI and AEC. Final Terms of Reference* were formulated by the
Team and approved by CODIB on 15 October. The team has had a total of
eight working sessions, five of them during this quarter. The team has
identified the major publishers of intelligence items and the primary
distribution points through which these items flow. The processes and
procedures at these points are now being examined to provide insights
necessary in designing a scheme to indicate the subject and area content
of an intelligence item to be applied at or near the point of publication.
Toward this end briefings on document dissemination practices were pro-
vided by DIA, CIA, NSA and State. The Team has initiated a review and
analysis of existing subject and area codes with special emphasis on
those used by analysts to express their intelligence interests. The
Chairman of the USIB SIGINT Committee was briefed on the objectives and
efforts of this Task Team and at his request other members of the SIGINT
Committee were briefed and the Chairman is being kept informed of progress.

II - ITEM IDENTIFICATION

This Task Team is staffed with eight members representing CIA, DIA,
Army, Navy, Air Force, State, NSA and the CODIB Support Staff. The FBI
and AEC are not represented. Final Terms of Reference drafted by the
team were approved by CODIB on 19 November. Seven working sessions
have been held to date, all of them during this quarter. Major emphasis
was placed on providing team members with a common frame of reference
from which to develop a plan for an inventory and standard identification
of publications, document series, and other items of substantive
intelligence. Present and planned item identification systems and
activities of USIB member agencies are being reviewed and summarized.
Elements which appear useful in identifying an item have been specified.

* See attached list of Terms of Reference.

Group I
Excluded from automatic
downgrading and
declassification.

- 2 -

These elements are being used to create a sample data base. A final determination of those elements essential to the unique identification of an item will be based on this effort. A method for categorizing intelligence items was devised and tested during **creation of this sample** item data base. This will aid in specifying useful categories for an intelligence item identification system.

III - POREIGN PUBLICATIONS

This Task Team is staffed with eight members representing CIA, DIA, Army, Navy, Air Force, State, NSA and the CODIB Support Staff. The FBI and AEC are not represented. Final Terms of Reference drafted by the Team were approved by CODIB on 17 December. The Team has held one working session devoted primarily to orientation of the Team members and finalizing of Terms of Reference. Plans were also made for a series of fact-gathering briefings at various activities which process foreign publications. Each member is now engaged in preparing a broad statement of his agency's current requirements for foreign publications and a description of how his agency uses, relies upon and values foreign publications as sources of information.

IV - INSTALLATIONS

This Task Team is staffed with nine members or participants representing CIA, DIA, Army, Navy, Air Force, NSA, NMCSSC and the CODIB Support Staff. State, FBI and AEC are not represented. Final Terms of Reference formulated by the Team were approved by CODIB on 17 December. The Team has held four working sessions. It has collected formats showing the elements used for installation identification by the various agencies represented, has prepared a partial list of publications which contain installation identification, and has agreed on a partial list of essential elements of installation identification.

V - BIOGRAPHICS

This Task Team is staffed by nineteen members, participants or alternates representing various elements of CIA, DIA, Army, Navy, Air Force, State, NSA, FBI, Immigration and Naturalization Service, Secret Service, Civil Service Commission and the CODIB Support Staff. Of the USIB agencies only AEC is not represented. Revised Terms of Reference prepared by the Team are to be considered by CODIB at its January meeting.* The Team has held a total of four working sessions, three of which were during this quarter. The Team has begun acquisition of information with which to identify and describe the biographic holdings of the USIB Agencies, Immigration and Naturalization Service, Secret

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* Compare paragraph 4 Reference (b). CODIB wished to broaden the scope of the Team's effort particularly in the positive biographic intelligence field and called for revision of the previously approved Terms of Reference.

Service and Civil Service Commission. For this purpose the Team toured and was briefed by the Army Counter Intelligence Records Center and by the Naval Counter Intelligence Support Center. Information is also being acquired and assimilated on methodologies for processing biographic information and for structuring and automating of name files.

VI - RESEARCH AND DEVELOPMENT

This Team is staffed with thirteen members or alternates representing CIA, DIA, Army, Navy, Air Force, State, NSA, DDR&E and the CODIB Support Staff. The FBI and AEC are not represented. Terms of Reference drafted by the Team will be considered by CODIB at its January meeting. The Team has held four meetings. It has prepared lists of intelligence data handling methodologies by type of application and by type of source data and has assigned tentative priorities for Team's attention to the entries on these lists. A number of background papers have been written by members of the Team and a bibliography of these and other pertinent reports has been prepared. Each member is now preparing information that will identify the organizations and personnel within his agency through which information processing R&D can be sponsored and coordinated. They are also preparing definition papers on subjects to which the Team will give first-priority attention including Systems Management, Language Translation, Image Interpretation, Language Processing, Pattern Recognition, Document Retrieval, Information Storage and Retrieval, and Predictive Calculations.

VII - ANALYST COMMUNICATION

Mr. A. Sidney Buford III, State Department, recently accepted the chairmanship of this Task Team. Members have also been designated by CIA, DIA, Navy and the CODIB Support Staff. The Air Force has indicated that it could not participate on this Team. Army, NSA, FBI, and AEC have not designated members. A Statement of Initial Objectives for the Team was drafted and circulated to CODIB. The Team has not held a meeting to finalize Terms of Reference.

VIII - PHOTO CHIP

This Task Team is staffed with approximately 25 members alternates or participants representing various elements of CIA, DIA, Army, Navy, Air Force and the CODIB Support Staff. There are no representatives from State, NSA, FBI or AEC. Terms of Reference formulated by the Team were returned by CODIB on 17 November for minor revisions. Revised Terms of Reference will be considered by CODIB at its January meeting. The Team held four working sessions of three days each which included tours and briefings at Foreign Technology Division, Defense Documentation Center, National Medical Library, and Documentation Incorporated. The Team has

completed initial drafts of six working papers on subjects pertinent to the photo chip inquiry. Arrangements are being made for further on-site inspections of operating photo chip systems and other related activities.

IX - ADP SYSTEMS LIBRARY

This Task Team is staffed with eight members representing CIA, DIA, Air Force, State, NSA, National Bureau of Standards, and the CODIB Support Staff. Army, Navy, FBI and AEC are not represented. Final Terms of Reference drafted by the Team were approved by CODIB on 17 December. The Team has held six working sessions during which it has reviewed the requirements for an ADP Systems Library as contained in the USIB directives, has examined carefully a draft DIA Instruction for reporting on ADP systems in DoD agencies, has considered in detail the elements of information necessary for a USIB-wide ADP Systems Library and has prepared a draft of an instruction manual which is now being reviewed by the Team. CODIB has also directed this Team, as a separate task, to consider the problem of establishing a uniform color code for magnetic tape reels to indicate security classification.

CODIB-D-112/1
13 January 1965

Approved Terms of Reference

CODIB Task Teams

I - Content Control	CODIB-D-111/1.1/2, 30 October 1964
II - Item Identification	CODIB-D-111/1.2/1, 4 November 1964
III - Foreign Publications	CODIB-D-111/1.3/1, 29 November 1964
IV - Installations	CODIB-D-111/1.4/1, 29 December 1964
IX - ADP Systems Library	CODIB-D-111/1.9/2, 29 December 1964